**RUAWAI COLLEGE**

Application for Relief Teacher

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| **IMPORTANT NOTES FOR APPLICANT** |

Thank you for applying to be a relief teacher at Ruawai College.

1. Please personally complete this form in full. Read it through first then answer all the questions and make sure you sign and date where indicated on the last page.

1. Attach a curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.

1. Copies of qualification certificates should be attached.

4. Failure to complete this application form and to answer all the questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.

5. This application form and supporting documents received will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

6. Please give the names and contact details of 3 current/work related referees.

If you have any queries, please contact the Principal’s Assistant, Helena Thompson.

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| **APPLICATION FOR RELIEF TEACHING** |

Tick One

Mr □ Mrs □ Ms □ Miss □ Or other preferred title:

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| --- | --- |
| Surname/Family Name | First Names (in full) |
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| Full Postal Address |
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| --- | --- |
| Contact Telephone Number | |
| Private: | Business\Cell: |

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| Email Address | |
| Private: | Work: |

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| Please tick the appropriate boxes: | | | |
| Are you a New Zealand citizen?  If not, do you have resident status? or  A current work permit? | Yes □  Yes □  Yes □ | | No □  No □  No □ |
| Have you ever had a criminal conviction?  (convictions that fall under the clean slate scheme do not have to be disclosed)  *(a Board may not employ or engage a children’s worker who has been convicted of an offence specified in Schedule 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to Schedule 2 offences.)*  If “Yes” please give details: | Yes □ | | No □ |
| **Note:**   1. Applicants may not be employed as a children’s worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results. 2. The Clean Slate Act provides certain convictions do not have to be disclosed providing:  * You have not committed any offence within 7 consecutive years of being sentenced for the offence * You did not serve a custodial sentence\* at any time * The offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014 * You have paid any fines or costs   Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.  ***\*Custodial sentence*** *means a sentence of imprisonment and includes corrective training, preventative detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual.* ***Non-custodial sentence*** *includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.* | | | |
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| Have you ever received a police diversion for an offence?  If “Yes” please detail: | | Yes □ | No □ |

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| Are you awaiting sentencing/currently have charges pending?  If “Yes” please state the nature of the conviction/cases pending: | Yes □ | No □ |

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| In addition to other information provided are there any other factors that we should know about to assess your suitability for appointment and ability to do the job?    If “Yes” please elaborate: | Yes □ | No □ |

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| Do you have any known condition that may affect your ability to efficiently carry out the functions and responsibilities of the position applied for?  Yes □ No □    If **YES**, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injury, which the tasks of this job may aggravate or contribute to?  Yes □ No □    If **YES**, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Do you have a current driver’s licence? | Yes □ | No □ |

Teacher Registration:

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| *Date of Certification:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    *Teacher Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date:* \_\_\_\_\_\_\_\_\_\_\_\_\_    Classification: Full Provisional Subject to Confirmation  (Please circle)    ***If Provisional or Subject to Confirmation please state reason*** *e.g. First / second year teacher, overseas teacher*    M.O.E. Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Educational Qualifications:

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| Please state your last secondary level qualification:    Please state your tertiary level qualification/s:  Please state any other qualifications: |

Employment History

Please outline your employment history, beginning with the current or latest employment, in the past 10 years.

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| Dates | Employer’s Name | Position Held/Teaching Subject/s | Reason for Leaving |
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Current Relief Employment

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| **Year** | **School** | **Contact Person and Number** |
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| I consent to the school seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released to the school for the purposes of ascertaining my suitability for the position for which I am applying.  For the purposes of compliance with the Privacy Act 1993, do you consent to the school contacting your present employer for the purposes of reference checking?    Yes □ No □ |

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| I certify that the information I have supplied in this application is true and correct.  I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.  I know of no reason why I would not be suitable to work with children/young people.  I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, I may be liable to be dismissed. |

Signature (handwritten required/please scan): ………………………………………………………….

Date: …………………………………